

# CITY OF CHILlicothe



## HUMAN RESOURCES 2017 ANNUAL REPORT

Tamra Lowe, Director of Human Resources

Luke Feeney, Mayor

February 9, 2018

# HR Overview

Under the Local Government Administration of Mayor Luke Feeney, the Human Resources Office is dedicated to serving the citizens of the City of Chillicothe by developing, implementing and supporting employment-related programs and policies that add value to the City and its employees. To achieve this, we focus on delivering high quality customer service, fostering open and honest communications, striving to attract and develop a talented and diverse workforce, and ensuring equality and consistency in all our interactions with the public, our employees and our community stakeholders.



HR oversees compliance with all federal, state and local laws and regulations regarding all employment related issues including workers' compensation, equal opportunity, affirmative action and workplace safety.

The City of Chillicothe HR Department has primary responsibility for managing, assisting and dealing with all employment related matters including such functions as policy administration, recruitment process, benefits administration, employment and labor law, new employee orientation, labor relations, personnel records retention, wage and salary administration, employee assistance program, safety/risk compliance, workers' compensation, claims, etc.

Working closely with all City of Chillicothe Departments to support and respond to their needs, HR handles a variety of work products and creates and processes several different documents. This annual report is drawn from source documents and other files that accrue simply as a result of our work products.

# Location & Hours



The Human Resources Department is located on the 1st Floor of the City's Administration Building, 35 South Paint Street in Historic Downtown Chillicothe. Our general offices hours are 7:30 a.m. to 4:30 p.m. Monday thru Friday. Extended office hours & off-site services are scheduled as needed to accommodate work schedules of our City employees and to meet department objectives.

## Staff & Contact Info

Tamra Lowe

Director of Human Resources

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Pamela Brown

Human Resources Secretary

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Phone: (740)773-1211

Fax: (740)773-8004



# Department Structure

Total Staff: Two (2) FTE Budgeted and Actual

Both Human Resources positions are non-bargaining in the unclassified civil service and are appointed by the Mayor.

A very integral part of the Human Resources team is the City Auditor's Payroll Administrator who assist with the administration of employee benefits, processing new and separating employees and processes payroll for all City employees.

## City of Chillicothe Workforce

The Human Resources Department provides HR support to Chillicothe Police, Fire, Utilities, Service, Parks & Recreation, City Auditor, Engineering, Law Director, Treasurer, Municipal Court, Transit and City Council and administers functions of the Civil Service Commission to the Chillicothe City School District for non-

certified/classified positions: Secretaries,

Lunchroom

Workers, Bus

Operators and

Custodians.



# 2017 Workforce Composition



- 16 Elected Officials
- 233 Full Time Employees including
- 99 Police & Fire Dept. Employees
- 48 Classified and Non-Classified
- 56 Seasonal Employees
- 40 Part Time Employees

## 2017 Personnel Actions

- 19 Employment Separations
  - 10 Resignations
  - 8 Retirement
  - 1 Removal
- 28 New Hires
- 9 Promotions





The Human Resources Department is responsible for employee risk management for the City of Chillicothe and we administer several programs designed to promote safety and protect City employees and property.

Specific risk management programs include our workers' compensation insurance program, transitional work program, plan of progressive discipline, EAP and Workplace Wellness program, accident analysis and drug & alcohol testing program.

# Workers' Compensation

While we strive to provide a safe work environment through risk assessment, training, and providing personnel protective equipment for our employees, workplace accidents still happen.

Our office works to the goal of minimizing and effectively managing our injury claims. Our office communicates with our Third-Party Administrator, Managed Care Organization and health care providers on a daily basis to discuss treatment, referral recommendations and work status of injured employees and works with all departments to coordinate transitional (temporary light-duty) work assignments when injured employees are able to return to work with restrictions until they reach maximum medical improvement and are released from care.

We participated in Vocational Rehabilitation to assist employees in receiving the occupational rehabilitative services needed to return to full-duty.

Quarterly Claim Review Meetings were held in 2017 with our representatives from Tartan, 888-OhioComp, Mayor & City Auditor to review, evaluate and manage claims and identify risks.



# 2017 Work-Related Injury Claims



Department	Away from work (days)	On the job transfer or restriction (days)		Injuries by Dept	
St Const	No	27		Fire -	13
Fire	No	NA		Police -	11
Fire	No	NA		Refuse -	3
Fire	No	NA		St. Const -	3
Transit	No	NA		Transit -	1
Fire	No	5		Summer/Utilities -	1
Fire	9	21			
Fire	33	65			
Fire	No	NA			
Refuse	No	NA			
Police	No	20			
Fire	No	NA			
Fire	No	NA			
Police	No	NA			
Refuse	No	NA			
Police	No	NA			
Police	1	4			
Police	15	NA			
Utilities/Summer	No	NA			
Police	122	NA			
St Const	No	11			
Fire	No	7			
Fire	No	NA			
St Const	No	7			
Police	No	NA			
Police	No	6			
Police	No	NA			
Police	No	NA			
Refuse	No	40			
Fire	No	12			
Police	No	NA			
Fire	No	NA			
	<b>180</b>	<b>225</b>			



# Employee Safety Training

In 2017, City of Chillicothe supervisors & department heads benefitted from important safety training conducted at no additional cost to the City by BWC and the Ross County Safety Council.

TOPIC	ATTENDEE
On-Site Tech BWC Tech Support	Tamra Lowe & Pam Brown
Ergometric	Tamra Lowe
Developing Safety Teams	Tamra Lowe
OSHA Recordkeeping	Tamra Lowe & Pam Brown
Accident Analysis	Tamra Lowe
Accident Analysis for Supervisors (2 sessions offered)	All Supervisors & Dept. Heads
Job Safety Analysis (2 sessions offered)	Tamra Lowe
Transitional Return-To-Work for Supervisors & Union (2 sessions offered)	All Supervisors & Dept. Heads
Drugs Awareness/SHRM	Tamra Lowe
Drug Free Workplace Training (Multiple sessions offered)	All Employees
DFWP for Supervisors (Multiple sessions offered)	All Supervisors & Dept. Heads
Workplace Safety Communications/Safety Council	Mark Mathews
Job Safety Analysis	Supervisors & Safety Team Prospective Members





## Job Safety Analysis Training

## Safety Council



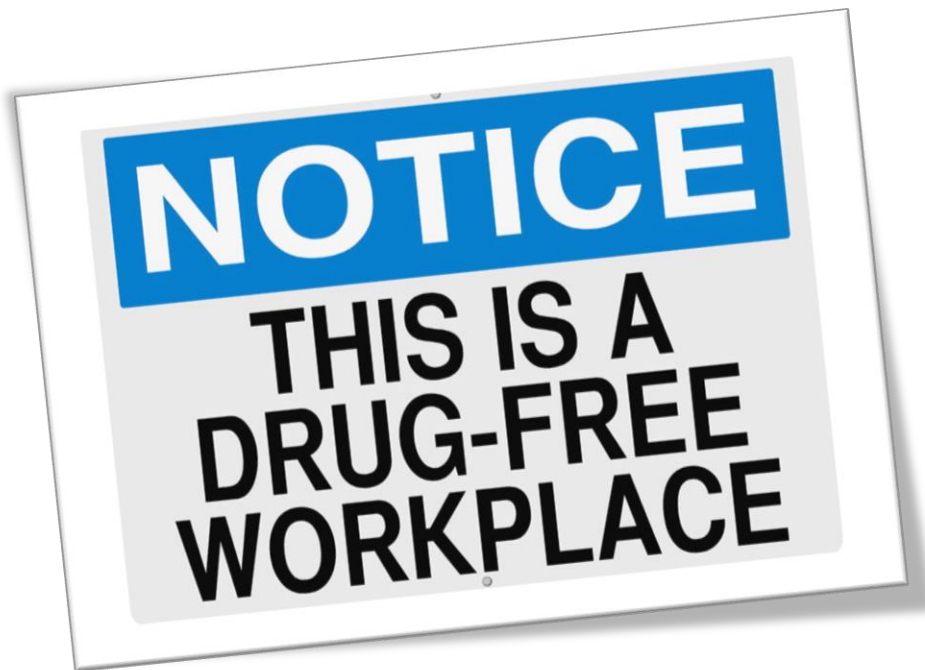
BWC's Division of Safety & Hygiene sponsors 82 safety councils across the state of Ohio. The Ross County Safety

Council, a managed program of the Chillicothe-Ross Chamber of Commerce, provides the City of Chillicothe with the opportunity to earn workers' compensation discounts in addition to a forum to examine and resolve occupation safety and health issues, workers' compensation and risk management education and information. Monthly meetings and interactive workshops provide an opportunity to learn from the experts about health and safety issues facing businesses today. In addition, the Council is affiliated with the Bureau of Workers' Compensation (BWC) Division of Safety and Hygiene, and has access to their safety resources.

We attended and participated in 100% of the monthly Safety Council Meetings including the Mayor Feeney's participation in the Safety Council's Annual CEO Event and our First Responders active participation as presenters in the "Safety Day".

For 2017, the City of Chillicothe once again met the Safety Council participation requirement and was eligible for a 2% premium rebate.

# Drug & Alcohol Testing



The Human Resources Department administers the City's Random Alcohol & Drug Testing Program for Safety Sensitive and CDL positions as well as post-accident/post-injury, reasonable suspicion, and pre-employment drug & alcohol screening for City employees.

The City is committed to a Drug-Free Workplace for all departments in order to provide safe and effective services to all citizens. This was accomplished through a combination of training, drug testing and employee assistance programs for those few that needed special help with drug or alcohol abuse problems. EAP Services are available for employees through the Scioto Paint Valley Mental Health Center and through Beacon Health Option.

In 2017, the City of Chillicothe re-applied for the BWC Drug-Free Workplace Safety Rebate Program and successfully completed all of the program requirements including: Completion of Online Accident Analysis Training for all supervisors, Safety Management Self-Assessment, Annual Report, Safety Action Plan, Written Policy, Employee & Supervisor DFP Training, Drug & Alcohol Testing and providing Employee Assistance Programs (EAP)



# Transitional Work Program

Employers with a transitional work plan actively participate in the recovery and return to work of their employees. Injured employees can resume their work functions with minimal time off, and employers are better prepared to place an injured employee in a job or given work tasks consistent with any medical or physical restrictions. The cost benefits may include reducing compensation payments and lowering claims reserves. BWC offers an additional benefit for employers with a transitional work plan participating in the Destination Excellence: Transitional Work Bonus Program.

Employers with an approved transitional work plan may receive a back-end bonus for using the plan to return injured workers back to work. The potential incentive is a 10-percent bonus for using an established transitional work program; applicable to claims with dates of injury within that bonus year of program participation.

In 2017, every injured worker was able to participate in our Transitional Work Program by performing light-duty and transitional work assignments which reduced our loss-time claims and allowed the employees to contribute to the productivity of their departments and the City as a whole.

BWC will calculate our employer's performance bonus based upon the percentage of claims eligible and successful participation in transitional work. The percentage will be multiplied by a percentage of our pure premium. The City may receive up to a 10-percent bonus as a result of our successful transitional work program.

# Industry Specific Program

BWC developed the Industry-Specific Safety Program to encourage Ohio's employers to use the many safety services and programs available through the Division of Safety & Hygiene (DSH).

This program helps us to improve workplace safety by focusing on risks associated with specific industry types and developing strategies to prevent injuries. The program: raises awareness among employers and workers through the completion of an online safety assessment; provides employers with year-round training and education opportunities; and provide tailored consultations that address safety issues in the workplace.



Participation requirements: To receive the 3-percent, industry-specific safety rebate, we have committed to completing the following activities during the program year.

- Completion of an online safety management self-assessment within the first 30 days of the policy year
- Participation in loss-prevention activities based on our payroll
- Industry-specific safety classes offered by DSH
- On-site safety consulting by DSH experts
- Annual Ohio Safety Congress & Expo
- Three loss-prevention activities

# Civil Service Commission

The Civil Service Commission of the City of Chillicothe is a quasi-judicial agency comprised of three (3) members appointed by the Mayor (under Ohio Revised Code 124.40). One mission of the Commission is to prescribe, amend, and enforce rules in Chapter 124 of the Ohio Revised Code.

The Commission has statutory jurisdiction over employment-related matters pertaining to exempt employees in the classified civil service for the City of Chillicothe and the Chillicothe City School



District, to non-exempt employees in the classified service who have not been organized, and to non-exempt employees whose collective bargaining agreement allows an appeal to the Board.

Another function of the Commission is to prepare, administer and score all examinations for positions in the classified service and certify eligibility list for those positions.

Meetings of the Civil Service Commission are held on the 3<sup>rd</sup> Monday of each month at 4:30 p.m. in the Administrative Building Conference Room at 35 S. Paint Street. Meetings of the Chillicothe Civil Service Commission are open to the public and provide for public comment.

# Commissioners & Meetings

## 2017 City of Chillicothe Civil Service Commission

- Anna Villarreal, Chairperson
- James K. Cutright, Vice Chairperson
- Michael Jones, Commissioner
- Pamela Brown, Commission Secretary

## 2017 Civil Service Commission Meeting Dates:

- January 30, 2017
- March 20, 2017
- July 31, 2017
- September 22, 2017
- October 13, 2017
- December 18, 2017

## 2017 Appeals Grievances

There were no employment appeals or grievances for adverse action filed with the Chillicothe Civil Service Commission in 2016.

# 2017 Job Postings & Civil Service Exams

Position	Date posted	Entrance /Promotion	# Apps	Ineligible Apps	Exam Date	Passed	Failed	did not appear	Date Certified	Hired	Eligibility List Exp Date
Pre-Treatment Coordinator	2/9 - 2/17	Promo	3	1					3/20/17		max exp 3/2019
Parks & Service Labor	2/10 - 2/24	Ent	81		3/1	69	0	12	3/20/17	4	max exp 3/2019
Parks & Service Grounds	2/10 - 2/24	Ent	83		3/1	71	2	10	3/20/17		max exp 3/2019
CCSD Custodian	2/10 - 2/24	Ent	67		3/1	62	1	4	3/20/17		max exp 3/2019
Street Supervisor	2/10 - 2/24	Ent	15	10		5			3/20/17	1	max exp 3/2019
Wastewater Plant Operator	2/10 - 2/24	Promo	5	0	3/14	4	1		3/20/17		max exp 3/2019
CCSD Lunchroom Worker	3/20 - 3/31	Ent	21		4/6	16		5	5/30/17	6	max exp 5/2019
PT Bus Operator	3/21 - 5/20	Ent	18	0					5/30/17	3	max exp 5/2019
Chief Enf Officer/Bldg Insp	3/22 - 3/31	Ent	24						5/30/17		max exp 5/2019
Bids for Service/Parks	4/3 - 4/17	X	3						5/30/17		max exp 5/2019
FT Bus Operator	4/3 - 4/21	Promo	10						5/30/17	2	max exp 5/2019
Wastewater Supervisor	4/3 - 4/21	Ent	2						5/30/17	1	max exp 5/2019
Seasonal Grounds/Laborer	4/3 - 4/21	X	52						5/30/17	23	max exp 5/2019
Seasonal Pool	4/3 - 4/21	X	38						5/30/17	32	max exp 5/2019
Wastewater Plant Operator 1	4/3 - 4/21	Promo	0						XXX		XXX
Wastewater Plant Operator 1	5/8 - 5/19	Ent	3						5/30/17		max exp 5/2019
Deputy Clerk Service/Safety Office Manager	5/10 - 5/23	Promo	4						5/30/17	0	max exp 5/2019
Police Officer	7/31 - 8/18	Ent	110		8/31	69	26	15	7/31/17	1	max exp 9/2019
Police Sergeant	10/16 - 11/10	Promo	5		11/16	4	1		12/18/17		max exp 12/2019
Firefighter	10/23 - 11/17	Ent	43		11/28	37		6	12/18/17		max exp 12/2019
City Engineer	10/2 - 11/30	Ent	24								
Director of Transportation	10/2 - 11/30	Ent	60								
			720	10		337	31	52		74	
Civil Service Exam results:											
			347	10		266	29	42		11	

Police Sergeant  
Promotional Exam  
11/16/2017



Police Officer Exam  
8/31/2017



Firefighter Exam  
11/28/2017



# EEO/Workforce Diversity



The City of Chillicothe embraces a workforce that is rich in diversity and reflective of the community for which we provide municipal services and foster a workplace free of discrimination, harassment, workplace bullying, and intolerance.

Employment opportunities are provided without regard to national origin, religion, race,

color, gender, sexual orientation/LBGQT, disability, age or military/veteran status.

We seek to be inclusive and diverse in representation on our City's Boards & Commissions.

To that end, we actively promote and support workforce diversity training, activities and initiatives.

- The Human Resources Director serves as advisor to Mayor, City employees, Collective Bargaining Units, and to citizens on Civil Rights/EEO/Sexual Harassment and Workforce Diversity issues.
- Our department is responsible for monitoring City's Affirmative Action Progress and prepares related compliance reports.
- Reviewed job postings, proposed job description changes and policy changes for civil rights compliance and provided technical support to area schools, businesses, and agencies in the area of EEO/Civil Rights.
- Maintained working relationships with Ohio Civil Rights Commission, Equal Employment Opportunity Commission, ADA compliance agencies, NAACP and other civil rights agencies and advocacy groups. Monitored personnel procedures; interviewing, selection, agility testing, etc. Randomly surveyed City work sites for offensive/inflammatory material such as inappropriate posters, jokes, magazines, etc.
- Conducted Workforce Diversity Training for new Transit Bus Operators.

- Served as Civil Rights Compliance Officer for Chillicothe Municipal Court's Victim-Witness Assistance Program and for the Chillicothe Transit System for ADA and Title VI Compliance. Serve as Appeal Hearing Officer for Transit for passengers who are denied services or are banned from services for conduct or policy infractions.



- Oversee ADA/Reasonable Accommodation process for City of Chillicothe employment and for City-provided services, i.e., Police, Fire, Transit, Parks.
- Partnered with the Ross County Sheriff's Department to provide Sexual Harassment Training & Disciplinary Counseling.
- Prepared biannual "EEO-4 Report for Local Governments"







# CITY OF CHILlicothe EMPLOYEE WELLNESS FAIR

Thursday, September 21, 2017

10 am to 2 pm

Chillicothe & Ross Co.

Public Library Annex

## BIOMETRIC SCREENINGS - DOOR PRIZES MINI-LECTURES - FITNESS DEMOS AND MORE!

### VENDORS LIST

Adena Health System	Jefferson Health Plan
DoTerra Essential Oils	Washington National
Altimate Care LIC	Delta Dental
Magnolia Dental	Met Life
Kroger Pharmacy	PNC Bank
Lincare	YMCA
Family Dental Center	South Central Ohio JFS
OSU Extension	Sam's Club
Library	Beltone Hearing Center
Columbus Springs	Premier Women's Health – Tentative
Winegardner Chiropractic	Spaulding Chiropractic
Century Distributors	Buck Fifty
UHC	



JOIN  
"City of Chillicothe  
Employees" Facebook  
Group for Special  
Vendor Previews &  
Extra Chances to Win  
Prizes!



2018  
Wellness Fair  
09-21-2018



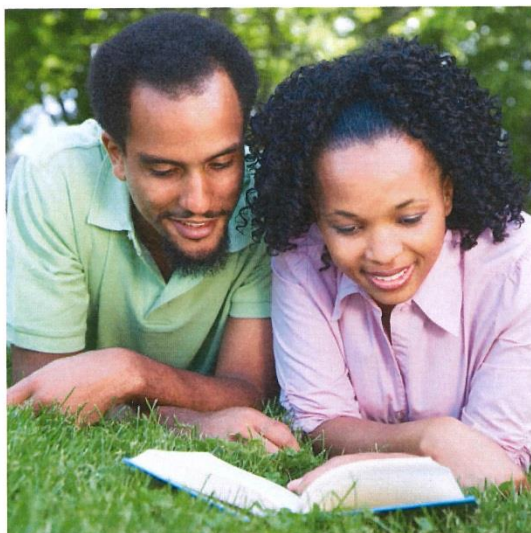




# The Jefferson Health Plan

## Healthy Lifestyles Program

July 1, 2016 Thru December 31, 2017



### Take Charge of Your Health.

Jefferson Health Plan is excited to announce the Healthy Lifestyles Wellness Program. This program begins July 1, 2016 and continues through December 31, 2017. This fun and engaging program offers a variety of activities throughout the year, including the wellness assessment, wellness challenges, lifestyle coaching and online seminars. All of these activities and more can be accessed at [www.jeffersonhealthplan.com](http://www.jeffersonhealthplan.com).

### Who Can Participate?

[www.jeffersonhealthplan.com](http://www.jeffersonhealthplan.com) is available to all employees and their spouses, dependents and domestic partners. This state-of-the-art web-based tool is designed to make it easier for you to take charge of your health and be your best! While we encourage everyone in the program to take advantage of this great resource, please note that only employee participation will count toward the incentive for your organization.

### 2016 – 2017 Program Activities

Complete the required Wellness Assessment (worth 5 credits) and earn 10 more credits for a total of 15 credits to help your organization reach its participation goal and earn rewards!

Program Activity	Credit Value	Annual Max
Health & Productivity Wellness Assessment <b>REQUIRED</b>	5	5
Biometric Screening (Onsite, At Home Kit or Physician Results form NEW) *SEE BIOMETRIC SCREENINGS BELOW	5	5
Virtual Coaching Milestone (6 week virtual program)	5	15
Lifestyle Coaching (6 month telephonic program)	10	10
Healthy Living Condition Management	10	10
Online Monthly Seminars	1 each	5
Healthwise Conversations	1 each	5
Community Event Form (1 form)	3	3
Online Satisfaction Survey	2	2
Fall Fitness Challenge (Oct. 3 – Nov 14, 2016)	5	5
Healthy Hearts Challenge (Feb. 1 – March 15, 2017)	5	5
Strike Out Stress Challenge (Oct. 2 – Nov. 13, 2017)	5	5
Total Opportunity		75
Total Required		15

\*Biometric screenings, if completed by a non-Optum vendor, are authorized, but employees must use the Physician's Results Form in order to receive credits towards a participation goal



## 2017 Wellness Initiatives

- Employee Wellness Fair Sept 21<sup>st</sup> with over 20 vendors, door prizes, health & wellness assessments, min-lectures, chiropractic screenings.
- Biometric Screenings which, this year, included measurements for “Body Impedance”, a method of assessing your body composition, the measurement of body fat in relation to lean body mass. Screenings were conducted at the Wellness Fair and make-up sessions various dates at Station #1 Fire Department
- \$50.00 gift cards were awarded to employees who earned a minimum of 15 wellness credits biometric screening and online health assessment with Alere.
- “Real Appeal”, an online weight-loss program available at no cost for all eligible employees & spouses.



- Fall Fitness Challenge, Heart Health Challenge & Strike Out Stress Challenge: Online challenges through Jefferson Health Plan/Alere which qualified for five (5) wellness credit.
- Flu Shot Clinic: Employees were given flu vaccinations at no costs through a cooperative effort with the Ross County Health District.
- Attended the Semi-Annual Meeting and Wellness Seminar for the Jefferson Health Plan.
- Attended two (2) quarterly APEX/UnitedHealthcare meetings.
- Provided employee tech support and promoted “Virtual Visit” which lets employees and dependents see a doctor from mobile devices or computers without an appointment, 24/7, at a much lower cost than traditional office visits, urgent care or unnecessary emergency room visits.
- Jefferson Health Plan incentivized our wellness efforts with a reduction in fees.

# Benefits Administration

The City of Chillicothe is proud to provide a comprehensive Benefits Package that meets the strategic goals of the City, is integrated with employee wages and is based on the City’s and employees’ financial ability to pay for such benefits. The City is committed to the health and well-being of its employees who serve our great city. It is a mission of the City of Chillicothe to provide a work environment that promotes healthy lifestyles, decreases the risk of disease, and enhances the quality of life. Our Wellness Program encourages employees and their families to take their health into their own hands and use the many wellness services provided as a guide to a happier, healthier and a more productive career and life here in our community.



- Continued our effective partnership with Tomlinson Insurance Agency, our benefits broker.



- The City of Chillicothe finished its 2<sup>nd</sup> year of membership in the Jefferson Health Plan for the City. This collaborative effort affords the City the ability to provide an individually designed benefit plan to our employees while being able to enjoy the cost-saving advantages of group purchasing through the consortium.
- Our first year of offering dental insurance benefits thru Delta Dental of Ohio and found more cost-effective benefits and improved customer service for our employees.
- Examined options for dental plans and signed a four-year contract with V.S.P. for optional (employee-funded) vision coverage.
- Several “Insurance Open Enrollment” meetings were held at various dates/times/locations to assist employees & spouses with enrollment forms, explain 2018 benefit changes and address any coverage problems.
- Successful in encouraging seven (7) City employees to switch from the traditional PPO to the more cost-efficient High-Deductible Health Plan (HSA). Organized “New HSA” orientation sessions designed to assist employees with making the best use of their health plan and HSA funds.
- Reduced employee premium contribution from 40% to 20% for Part-time employees making coverage more affordable and decreasing the inequity between full-time and part-time insurance benefits.
- Offered Medicare Informational Sessions for City employees & spouses who were at/near Medicare eligibility.

In addition to UnitedHealthcare Medical, Delta Dental, and Lincoln Life, the City also partnered to provide optional affordable health, life and financial benefits through Ohio Deferred Comp, Voya (Formerly ING), Foresters (Formerly First Investors), Colonial Insurance and Washington National.

## SERB Insurance Survey

In 2017, we participated in the SERB Insurance Survey. The State Employment Relations Board (SERB), as mandated by section 4117.02 of the Ohio Revised Code, prepares an Annual Report on the Cost of Health Insurance in Ohio’s Public Sector. The report provides data on various aspects of health insurance, plan design, and cost for government entities and provides us with statistics that will be useful for the in the determination and administration of our employee benefit packages. Link:

[http://www.serb.state.oh.us/sections/research/reports/Health\\_Insurance\\_Report\\_2016.pdf](http://www.serb.state.oh.us/sections/research/reports/Health_Insurance_Report_2016.pdf)

# Employee Assistance Program



An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals,

and follow-up services to our employees who may have personal and/or work-related problems.

Several employee referrals were made in 2017 to our Employee Assistance Programs provided to our employees as part of their collective bargaining agreements and through the City of Chillicothe Employee Benefits Program. Referrals are initiated when employees make inquiries into Family & Medical Leave, face disciplinary action or exhibit signs of workplace stress. Services were provided by our contract EAP Provider, Scioto Paint Valley Mental Health Center and by our new EAP option, Beacon Health Services as part of our membership with the Jefferson Health Plan.

Our City-wide Drug & Alcohol Training resulted in five (5) EAP referrals for employees who disclosed having family members affected by substance abuse-addiction disorder.

Beacon provides guidance and support in managing work and life issues, conflict resolution, financial planning, and improving health conditions such as weight loss, stress management and smoking cessation.

# Staffing & Employment

The staff in Human Resources assists applicants and employees with all phases of the employment process. We oversee all aspects of the selection and pre-employment process including: preparation of job announcements, recruitment, interviewing, testing, criminal background & driving abstract checks, pre-selection drug screening, medical & psychological exams, civil service process, and selection and also assisting department heads & new employees in their orientation into City of Chillicothe employment.



## Unemployment Comp



HR prepared position statements, appeal responses and related documentation for unemployment claims filed with Ohio Job & Family Services Unemployment Compensation Division. Reviewed claims for potential unemployment fraud and worked with our TPA to reduce risks and manage claims.

Nine (9) claims were charged against our unemployment compensation in 2017.

# Labor Management & Collective Bargaining



Three separate unions represent the majority of our City employees: Lodge 59 of the Fraternal Order of Police (FOP) represents Uniformed Police Department employees. The International Association of Firefighters (IAFF) Local 300 represents uniformed Firefighters. The American Federation of State, County and Municipal Employees (AFSCME) Local 1562 represents non-uniformed hourly employees. Efforts to maintain an effective relationship with all three unions continued throughout the year through monthly Labor Management meetings and regular/routine two-way Labor-Management communication.

Our department also routinely consults with other City departments and elected officials on employment-related policy issues, contracts and federal or state employment regulations.

AFSCME and FOP entered into contract negotiations with Management in 2017 and, following months of negotiation meetings and mediation efforts both contracts were voted down by the membership and remain unratified at the time of this report.

There were no “Step 2” grievances filed in 2017 by IAFF or FOP in 2017.

Several grievances filed by AFSCME were answered at “Step 2” and no grievances reached arbitration.

# Employee Relations



The Human Resources Department administers the Family & Medical Leave Act Compliance Program and our Voluntary Employee Leave Donation

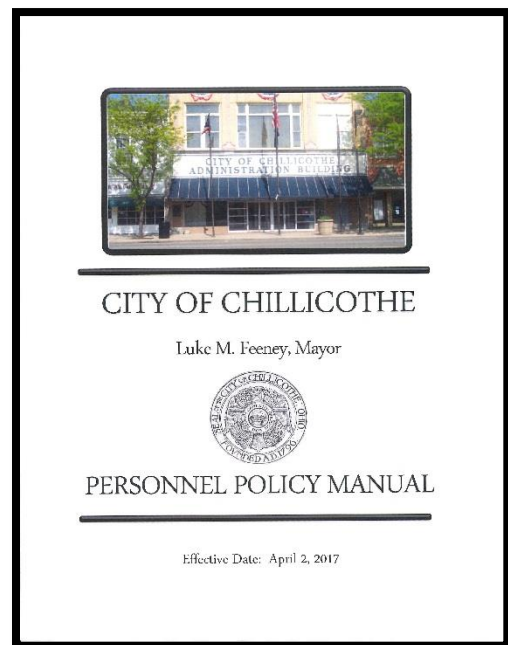
Program which cooperatively allow for our employees to retain employment, compensation and benefits during the time of personal or family crisis.

The Human Resources Department also is responsible for a variety of employee relations events and programs that occur throughout the year.

## Policies & Procedures

“Employees Policies & Procedure Manual” was finalized in 2017 and includes input from every City department and bargaining units and provides a new tool for City of Chillicothe employees that reflects the culture of our organization and better defines the City’s service philosophy. The Policies and Procedure Manual is valuable resource to aid and support City employees and supervisors. It is a comprehensive compilation of uniform standards for the City and our three (3) collective bargaining contracts and provides equitable, responsible guidance to employees while still encouraging collaboration and conversation.

All City employees were made aware of the implementation of the new PPM. Copies were provided to each department and electronic copies were made available by request.





# HR HOLIDAY OPEN HOUSE



# Outcome of 2017 Projects & Goals

- ✓ File Management – Records Retention
- ✓ Employee Evaluations
- ✓ Implementation and employee/supervisor orientation for new Policy Manual
- ✓ Expand Recruitment Efforts for entry-level positions for Police & Fire
- ✓ Negotiations for Collective Bargaining Agreements
- ✓ Expand efforts for improved customer service and responsiveness
- ✓ Develop and implement updated effective HR and Payroll processing forms and streamline processing of new employee paperwork
- ✓ Participation in BWC Drug Free Safety Rebate Program, coordinate training program training requirements, complete program management assessment
- ✓ Identify opportunities to control cost of employee benefits through cooperative efforts with Bargaining Units, broker, and employee engagement.
- ✓ Promote and coordinate employee participation in “Real Appeal”
- ✓ Implement weekly HR Department meetings and bi-weekly Payroll meetings.
- ✓ Additional goals & objectives will be established throughout the year based on the needs of our workforce and stakeholders.

# 2018 Projects & Goals

- Continue to improve our post- accident reporting process; revise forms for to be more user friendly and comprehensive of our safety goals.
- Finalize inaugural meeting of the new City-Wide Safety Team & establish team roles
- Revamp Employee Benefit Packets
- Training for Civil Service Commission
- City-wide Organizational Board
- Employee Moral Initiatives, Job Satisfaction Surveys & Team-Building Activities
- Participate in “Advanced” level of BWC Drug-Free Safety Program
- Identify cost-efficient training resources for HR and City-wide for professional development and safety.
- Continue to improve Civil Service selection processes
- Identify opportunities to reduce healthcare costs through the use of wellness initiatives, tools provided by our consortium and broker services and educational opportunities provided by insurance carriers
- Development of a bi-monthly HR Newsletter for employees & family members
- Plan monthly meetings with Department Heads to evaluate HR needs

Submitted for Your Review,

A handwritten signature in black ink, appearing to read 'Tamra Lowe', with a stylized, cursive script.

Tamra Lowe, Director of Human Resources  
February 9, 2018